**Junior Bookkeeper**

We are looking for hardworking, driven and enthusiastic candidates to join our fast-growing team based in Umhlanga. This is a full-time job with basic salary.

Candidates need to be fluent in English.

Matric and SA ID essential.

Relevant degree essential (Bcom Accounting)

Apply by forwarding us your updated CV and relevant degree to: [shiyingying@zpmcafrica.co.za](mailto:shiyingying@zpmcafrica.co.za)

Deadline: 30 September 2017

**Education and Experience:**

* knowledge of bookkeeping practices
* knowledge of generally accepted accounting principles and procedures
* knowledge of relevant legislation and regulatory requirements
* working knowledge of relevant computer applications (PASTEL, Quickbook)
* confidentiality
* integrity

**Job Description:**

* [Balancing accounts](https://www.totaljobs.com/careers-advice/job-profile/finance-jobs/assistant-accountant-job-description) (also known as 'double book keeping')
* Processing sales invoices, receipts and payments
* Completing VAT returns
* Checking company bank statements
* Dealing with financial paperwork and filing
* check and verify source documents such as invoices, receipts, computer printouts
* allocate and post financial transaction details to subsidiary books
* transfer data to general ledger
* reconcile and balance all accounts
* draw up financial statements (trial balance, income statement, balance sheet)
* maintain internal control systems
* manage accounts payable and accounts receivable
* prepare checks, payments and bank deposits
* comply with relevant reporting requirements
* assist with budget preparation
* assist with audits
* maintain complete filing system to support financial records